

COMPUTER APPLICATIONS I

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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COMPUTER APPLICATIONS I

Grade Levels: 9, 10, 11, 12
Course Code: 492490

Prerequisite: Keyboarding

Course Description: Computer Applications I is a one-semester course designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents, including the use of bullets, numbered lists, special characters, borders and shading, fonts, and paragraph and line spacing. Internet searching skills and citing Internet sources are stressed as students research and create a simple PowerPoint presentation. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets. Recommendation: Students should present their powerpoint to their peers.

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Unit 1: Introduction to the Operating System, Computer Systems, and Networks

Hours: 3

Terminology: Access keys, Application software, Close, Cursor, Default, Folder, Hardware, Input device, Log in, Maximize, Minimize, Mouse, Network, Operating System, Output device, Password, Restore, Save, Save As, Shortcut, Shut-down, Software, Standalone, Start-up, System software, Taskbar, Text file

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Foundation		
1.2 Explain the correct start-up and shut-down procedure using the operating system on a standalone or network system	1.2.1 Start up and shut down the hardware correctly	Foundation		
1.3 Identify the purpose and location of the special keys on a keyboard	1.3.1 Use function, movement, and other special keys appropriately	Foundation		
1.4 Define folder	1.4.1 Create folders, and open, save, and move documents in them	Foundation Thinking		
1.5 Explain the purpose of network login and network password	1.5.1 Log in to a network, and change a password (for network systems)	Foundation		
1.6 Explain ways to get into the software using the operating system	1.6.1 Open software	Foundation		
1.7 Explain the use of shortcut keys, access keys, and Tab in moving through the operating system without a mouse	1.7.1 Use Ctrl, access keys, and Tab to move in a software	Foundation Thinking		

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.8 Use the mouse to move and access the operating system	1.8.1 Use the mouse to move through a program, to drag and drop, to move the active window, and to click and double click	Thinking		
1.9 Explain the differences between Minimize, Restore, Maximize, and Close and their relationships with the Taskbar	1.9.1 Move between open documents/programs using the Minimize, Restore, Maximize, and Close icons and by clicking on the Taskbar	Thinking		
1.10 Explain the proper ways to exit software	1.10.1 Exit software through the menu and through the close (X) icon	Thinking		
1.11 Explain the differences between Open, Close, Save, and Save As in an operating system	1.11.1 Open, Close, Save, and utilize Save As for a file in a different location or with a different name	Foundation		
1.12 Explain the reason for using text files	1.12.1 Save a document as a text file	Foundation		

Unit 2: Word Processing – Creating Simple Documents

Hours: 20

Terminology: Autocomplete, Backspace, Business letter , Default setting, Delete, File management, Folder, Font, Font Size, Font Style, Grammar check, Insert key, Memo, Non-printing characters, Print preview, Proofreading, Reports, Spell check, Thesaurus, Word wrap

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Foundation		
2.2 Explain word wrap	2.2.1 Demonstrate word wrap	Foundation Thinking		
2.3 Explain the commonly used keys to delete text	2.3.1 Use both backspace/delete keys to delete individual characters or a selected text/block of text	Foundation Thinking		
2.4 Explain the insert key	2.4.1 Demonstrate the use of insert for typeover/overtyping mode	Foundation Thinking		
2.5 Explain the purposes and features of help screens	2.5.1 Look up instructions for using software features in the help menu/features	Foundation		
2.6 Explain the use of basic text enhancement in all appropriate software	2.6.1 Use caps, caps lock, bold, underline, italic, etc.	Foundation Thinking		
2.7 Explain default setting	2.7.1 Create documents using the default settings of word processing software	Foundation		
2.8 Explain uses of business letters	2.6.1 Create business letters	Foundation Thinking		
2.9 Explain the purposes for creating a memo	2.9.1 Create memos	Foundation Thinking		
2.10 List reasons for proofreading	2.10.1 Proofread and edit a document	Foundation Thinking		
2.11 Identify report styles	2.11.1 Format a report			
2.12 Define terminology when using file management	2.12.1 Use folders to keep documents organized (saving, opening, accessing, and passwords)	Foundation		
2.13 Explain the differences between printing the entire document, a range of pages, a specific page, or a selection	2.13.1 Retrieve and print documents and parts of a document	Foundation Thinking Thinking		
2.14 Explain the purpose of Print Preview	2.14.1 Preview the document prior to printing	Foundation Thinking		

What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.15 List the standard nonprinting characters, such as Tab, Space, Paragraph	2.15.1 Switch between hiding and showing symbols of nonprinting characters	Foundation Thinking		
2.16 Explain Font, Size, and Style	2.16.1 Change various font features	Foundation		
2.18 Explain the AutoComplete feature	2.18.1 Use the AutoComplete feature	Foundation Thinking		
2.19 Describe how Spell-check and Grammar-check work	2.19.1 Use Spell-check and Grammar-check in composing documents	Foundation		
2.20 Explain the use of a thesaurus	2.20.1 Use Thesaurus to find synonyms	Foundation		

Unit 3: Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using Hours: 8

Terminology: Bullets, Decimal tab, Default tabs, First-line indent, Hanging indent, Horizontal centering, Hyphenation, Leaders, Line spacing, Paragraph alignment (left, center, right, justify), Paragraph spacing, Vertical centering

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
3.1	Define terminology	3.1.1	Prepare a list of terms with definitions	Foundation	
3.2	Describe the differences in paragraph alignments – left, center, right, and justify	3.2.1	Edit and create documents that use the paragraph alignments of left, center, right, and justify	Foundation Thinking	
3.3	Describe line spacing	3.3.1	Set line spacing to single, 1.5, and double space	Foundation Thinking	
3.4	Describe paragraph spacing	3.4.1	Set spacing before or after the paragraph	Foundation Thinking	
3.5	Explain indents	3.5.1	Use first-line indented paragraphs	Foundation Thinking	
		3.4.2	Use left, right, or both indents in paragraphs		
		3.5.2	Set paragraphs to be a hanging indent		
3.6	Explain page and paragraph borders	3.6.1	Put a variety of borders around paragraphs and pages	Foundation	
3.7	Explain how to repeat, copy, and remove paragraph formatting	3.7.1	Edit a document repeating, copying, and removing paragraph formatting	Foundation	
3.8	Describe the use of bullets	3.8.1	Create a bulleted list	Foundation	
		3.8.2	Select a bullet from a list of choices, special characters, or other decorative pictures	Thinking	
3.9	Explain automatic numbering	3.9.1	Create a numbered list using the numbering feature	Foundation Thinking	
3.10	Explain special symbols and characters	3.10.1	Insert special symbols or characters into a document	Foundation Thinking	

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
3.11 Describe changing margins in a document	3.11.1	Change the left, right, top, and bottom margins of a document	Foundation		
	3.11.2	Change the margins for a selection or section of the text	Thinking		
3.12 Define hyphenation	3.12.1	Use the hyphenation feature to automatically hyphenate words when needed	Foundation		
			Thinking		
3.13 Explain the advantages of having the computer insert the date and time	3.13.1	Insert the date and time into documents, both as an updatable and nonchanging date	Foundation		
			Thinking		
3.14 Explain how to create, edit and delete tabs	3.14.1	Set and clear tabs in a document	Foundation		
	3.14.2	Create documents with left, center, right, decimal, and leader tabs	Thinking		
3.15 Explain the difference between horizontal and vertical centering	3.15.1	Center a document horizontally and vertically	Foundation		
			Thinking		

Unit 4: Word Processing – Moving, Copying, and Revising Text

Hours: 5

Terminology: Clipboard, Copy, Cut, Find/Rearch, Paste, Replace, Replace All

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Foundation		
4.2 Explain cut and paste	4.2.1 Move text, using various cut and paste methods (shortcut keys, mouse, menu options, toolbar)	Foundation Thinking		
4.3 Explain copy and paste	4.3.1 Copy text, using various copy and paste methods (shortcut keys, mouse, menu options, toolbar)	Foundation Thinking		
4.4 Describe copy and paste between multiple documents	4.4.1 Copy and paste between multiple documents	Foundation Thinking		
4.5 Describe find and replace	4.5.1 Use the find and replace feature to edit a document	Foundation Thinking		
4.6 Describe the advantages of find and replace to edit a document	4.6.1 Use the find and replace feature to edit a document	Foundation Thinking		
4.7 Identify the clipboard	4.7.1 View the clipboard when cutting or copying text or images	Foundation Thinking		

Unit 5: Spreadsheets – Creating, Editing, and Enhancing a Simple Worksheet

Hours: 8

Terminology: Active cell, Cell, Cell address (name), Column, Currency, Formula, General format, Label, Math operators (*, /, +, -, ^), Mathematical order of operation (Exponent, Parentheses, Multiply/divide, Add/Subtract), Row, SUM (Autosum), Value, Workbook, Worksheet

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
5.1 Define terminology	5.1.1 Prepare a list of terms with definitions	Foundation		
5.2 Identify the active cell by its name (row and column location)	5.2.1 Move the active cell to a cell address (name) given	Foundation Thinking		
5.3 Describe how to navigate through the workbook and worksheets	5.3.1 Move to various cells on the same and different worksheets	Foundation Thinking		
5.4 Describe how to print a worksheet and workbook	5.4.1 Print a worksheet 5.4.2 Print a workbook	Foundation Thinking		
5.5 Describe how to enter and edit data in a worksheet	5.5.1 Enter data in a worksheet and edit existing data	Foundation		
5.6 List order of operations and math operators	5.6.1 Enter formulas, correctly using the order of operations and the math operators	Foundation Thinking		
5.7 Explain the SUM (Autosum) function	5.7.1 Enter formulas using the SUM (Autosum) function	Foundation Thinking		
5.8 Describe how to insert and delete extra rows and columns	5.8.1 Insert extra rows and columns into an existing worksheet 5.8.2 Delete rows and columns from an existing worksheet	Foundation Thinking		
5.9 Explain how to move data from one cell to another	5.9.1 Move data to another cell	Foundation		
5.10 Describe some of the commonly used formats for numbers (commas, currency, number of decimal places, percentages, etc.)	5.10.1 Apply formatting to values in numeric cells	Foundation		
5.11 Describe commonly used label formats (bold, italic, etc.)	5.11.1 Apply formatting to the values in label cells	Foundation		

Unit 6: Internet, E-Mail and Ethical Use of Technology Resources

Hours: 8

Terminology: Attachment, Browser, Cookie, Computer ethics, Contacts, Copyright, E-mail, Fair Use Laws, Favorites (bookmarks), Hyperlink, , Internet, Public domain, Reply, Search engines, Send, Universal Resource Locator (URL), World Wide Web (WWW)

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
6.1 Define terminology	6.1.1 Prepare a list of terms with definitions	Foundation		
6.2 Identify a URL	6.2.1 Use the URL to go to a specified site	Foundation		
6.3 Identify a browser	6.3.1 Navigate through the Internet, using the toolbar on the browser	Foundation		
6.4 Discuss privacy issues and how data is gathered about the user -- both voluntarily and involuntarily	6.4.1 Give examples of how the user's privacy can be compromised, both voluntarily and involuntarily	Foundation Personal Management		
6.5 Discuss the reliability and accuracy of information found on the Internet	6.5.1 Give examples of reliable and accurate information found on the Internet	Foundation Personal Management		
6.6 Discuss copyright and fair use laws as they apply to text, graphics, sound clips, etc.	6.6.1 Follow copyright laws and Fair Use laws in using the information found on the Internet	Foundation Personal Management		
6.7 List several commonly used search engines	6.7.1 Use several search engines to find information	Foundation		
6.8 Explain why it is important to narrow a search	6.8.1 Use techniques to narrow a search, such	Foundation		
6.9 Explain favorites/bookmarks	6.9.1 Save a website to a favorites/bookmarks	Foundation		
6.11 Describe how to save a picture from a Web page	6.11.1 Save a picture from a Web page to a folder	Foundation Thinking		
6.12 Identify the elements needed to cite a source on the Internet	6.12.1 Use appropriate citations based on your district/school policy	Foundation Thinking		

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
	6.13.3 Add a contact			
	6.13.4 Open an attachment			
6.14 Discuss the ethical use of technology	6.14.1 Use technology ethically every day in class	Personal Management		

Unit 7: Presentation – Developing a Simple Presentation

Hours: 8

Terminology: Animation, Design template/themes, Diagrams, Handouts, Outline, Presentation software, Slide, Slide layout, Speaker notes (Notes Page), Slide transition, Timings

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
7.1 Define terminology	7.1.1 Prepare a list of terms with definitions	Foundation		
7.2 Describe different types of	7.2.1 Create slides using various layouts	Thinking		
7.3 Explain the importance of clip art and pictures in presentations	7.3.1 Create a slide that uses clip art	Thinking		
	7.3.2 Create a slide that uses a picture from a file			
7.4 Describe different types of view modes	7.4.1 Use different types of view modes	Thinking		
7.5 Discuss various enhancements to a slide show	7.5.1 Apply a design template/theme to slides to change the background	Thinking		
	7.5.2 Add sound or music			
	7.5.3 Add diagrams, such as organizational chart, venn diagram, etc.			
	7.5.4 Add timings			
7.6 Explain the difference between animations and slide transitions	7.6.1 Add animations to a slide	Foundation		
	7.6.2 Add slide transitions between slides	Thinking		
7.7 Identify various printing options	7.7.1 Print slides, handouts, speaker notes (notes pages), and outlines	Foundation		
		Thinking		

Glossary

Unit 1: Introduction to the Operating System, Computer Systems, and Networks

1. Access keys – shortcut keys; keys used in combination to create actions or functions in a software package (nonbreaking spaces, em dash)
2. Application software – any program that processes data for the user (inventory, payroll, spreadsheet, word processor, etc.)
3. Close - processing of quitting the open window or application
4. Cursor – insertion point in a document in the form of a blinking vertical line on the screen
5. Default – the current setting or action taken by hardware or software if the user has not specified otherwise
6. Folder – location to save a document and organize many files
7. Hardware – machinery and equipment (CPU, keyboard, monitor, printer)
8. Input device - hardware used to enter various types of data into a computer, such as a mouse, microphone, pen tablet, etc.
9. Log in - the process of gaining entry into a computer or network
10. Maximize – make window larger
11. Minimize – make window smaller; shrink to an icon on the taskbar
12. Mouse – hardware used to move cursor around a document or select menus
13. Network – a system that transmits any combination of voice, video, or data between users; includes the network operating system in the client and server machines, the cables connecting them, and all supporting hardware in between – such as bridges, routers and switches, antennas and towers
14. Operating System - the software that runs on a computer that is responsible for file name management, disks, peripherals, and the general operation of the computer system (such as Windows, Mac OS)
15. Output device - hardware that lets the user view or hear processed data
16. Password – keyword used to access information on a network, Web site, etc.
17. Restore – to refresh or bring back to original position or size
18. Save - the process of naming and storing a file for use at a later time
19. Save As - the process of renaming a file that already exists
20. Shortcut keys– keyboard combinations used to perform certain tasks, such as printing, saving, copying, bolding, etc.
21. Shut-down - the process of closing all application and the operating system
22. Software – instructions for the computer; a series of instructions that perform a particular task is called a program

24. Standalone – a computer that is not permanently connected to a local area network (LAN) or wide area network (WAN)
25. Start-up - the process of turning on the computer and logging into the operating system
26. System software – software made up of control programs, such as the operating system and database management system (DBMS)
27. Taskbar – an onscreen toolbar that displays the active applications (tasks); clicking on the taskbar button restores the application to its previous appearance
28. Text file – a file that holds text without any formatting and can be opened in numerous applications

Unit 2: Word Processing – Creating Simple Documents

1. Autocomplete - a word processing feature that automatically finishes certain text items or phrases after the user begins typing, such as dates, names, greetings, etc.
2. Backspace - deleting text to the left of the insertion point
3. Business letter – formal means of communication outside a business
4. Default setting – the current setting or action taken by hardware or software if the user has not specified otherwise
5. Delete - removing text to the right of the insertion point
6. File management - the process of organizing files and folders; naming appropriately, using folders, etc.
7. Folder - storage directory for files or other folders on a computer
8. Font - a type of design applied to an entire set of characters, such as Arial, Times New Roman, etc.
9. Font size - the height of characters in points
10. Font style - emphasis added to text such as underline, bold, italics, etc.
11. Grammar check - a feature that checks sentence structure and punctuation in a document
12. Insert key– used to switch from regular editing to typeover/overtyping mode
13. Memo – correspondence within a company or organization
14. Non-printing characters - hidden formatting marks that do not print and are helpful in locating formatting errors
15. Print preview – menu option that allows user to look at a document before printing to ensure proper formatting
16. Proofreading - editing a printed or electronic document for errors
17. Reports - a one-page or multi-page document used to summarize research or findings
18. Spell check - a feature used to locate and correct spelling errors
19. Thesaurus – tool used to look up synonyms for a selected word to add variety and interest in a document, such as a report
20. Word wrap – text automatically moves from one line to the next line

Unit 3: Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using Tabs

1. Bullets – a symbol used to precede text, usually in an outline or a list
2. Decimal tab – a tab that aligns to a certain position anchored by a decimal such as currency or numbers
3. Default tabs – preset tabs established by the software
4. First-line indent – a paragraph format in which the first line is indented from the left margin and subsequent lines remain at the left margin
5. Hanging indent – a paragraph format in which the first line is moved to the left margin and subsequent lines are indented from the left
6. Horizontal centering – having equal white space on the left and right of a document
7. Hyphenation – breaking words that extend beyond the right margin
8. Leaders – a line of dots or dashes used to draw the eye across a printed page, such as a table of contents
9. Line spacing - the amount of space between lines of text
10. Paragraph alignment (left, center, right, justify) – position of text in a document
11. Paragraph spacing - the amount of space before or after a paragraph
12. Vertical centering – text with equal white space in the top and bottom margins

Unit 4: Word Processing – Moving, Copying, and Revising Text

1. Clipboard – temporary storage area where text or images are stored when cut or copied
2. Copy – to duplicate a selected object or text without removing the selection from its original place
3. Cut – to move text or an image from one document to another or one location to another within a document
4. Find/Replace – a tool used to look for certain words, documents, or formatting in a document
5. Paste – place text or objects into a document from a clipboard
6. Replace – to place new text in the position of existing text
7. Replace All - substituting all occurrences of a words, phrases, or formatting in a document

Unit 5: Spreadsheets -- Creating, Editing, and Enhancing a Simple Worksheet

1. Active cell – the cell that appears outlined with a thick border on the worksheet
2. Cell – the intersection of a row and a column where data or functions can be entered, such as B12, C4, A2
3. Cell address (name) – the letter and number that represent the intersection of the column and row to form that cell
4. Column – vertical group of cells identified by a letter in a worksheet
5. Currency – number format that prints dollar symbols and commas and specified decimal places
6. Formula – a series of calculations, expressions, numbers, and operators to carry out a command in mathematics
7. General format – shows only the digits in the number and no commas
8. Label – entry in a cell that begins with a letter and is left-aligned
9. Math operators (*, /, +, -, ^) – symbols used in mathematical calculations
10. Mathematical order of operation – the order in which calculations take place (exponents, parentheses multiply/divide, add/subtract)
11. Row – horizontal group of cells identified by a number in a worksheet
12. SUM (Autosum) – built-in formula that calculates the sum of a range of cells
13. Value – entry in a cell that begins with a number and is right-aligned
14. Workbook - a collection of worksheets
15. Worksheet – individual page or sheet in a workbook, shown by a tab at the bottom of the screen

Unit 6: Internet, E-Mail and Ethical Use of Technology Resources

1. Attachment - file that is included with an e-mail that can be opened by the user
2. Browser – a program that allows a user to display HTML-developed Web pages
3. Cookie – a collection of information stored on the local computer of a World Wide Web user; used chiefly by Web sites to identify previous users
4. Computer ethics - what is morally right or wrong when using computers, internet resources, and e-mail
5. Contact - a list of e-mail addresses of friends and co-workers
6. Copyright – a law that secures for a limited time to the creators the exclusive right to their works; copyright law protects such things as music, CDs, poetry, novels, books, artwork, movies, newspapers, magazines, photographs, etc.
7. E-mail - electronic form of communication
8. Fair Use Laws - laws regarding the use of copyrighted materials for educational and reporting purposes
9. Favorites (bookmarks) – saved sites in the user's browser which are used frequently
10. Hyperlink – text, cell or an object that when clicked "jumps to" another location, such as another file location or website
11. Internet – a network of computers connected to each other
12. Public domain – materials that have no copyright and can be used without permission
13. Reply - option used to respond to a sender's e-mail.
14. Search engines – a database website that allows the user to locate links to specific information given search criteria, such as Google, Yahoo, and Bing
15. Send - the last step in creating an e-mail correspondence

16. Universal Resource Locator (URL) – the address of a resource on the Internet
17. World Wide Web (WWW) – a networked hypertext system that allows documents to be shared over the Internet

Unit 7: Presentation – Developing a Simple Presentation

1. Animation - special effects added to objects or text on a slide
2. Design template/theme – provides consistency in design and color throughout the entire presentation
3. Diagram - a visual representation of data to help readers better understand relationships among data, such as an organizational charts, venn diagrams and pyramids
4. Handouts - a printing option that puts multiple slides on a page, such as 3, 4, 6 or 9 per page
5. Outline - a view or printing options which shows only the text
6. Presentation software – a graphics program that allows you to produce professional-looking slide shows
7. Slide – the area where you create, edit, and display information in a presentation
8. Slide layout – specifies the arrangement of placeholders on a slide
9. Slide transition - the animated way in which the slide appears and leaves the screen during a slide show
10. Speaker notes (Notes Pages) - a view or printing option that allows the user to add personal notes concerning the slide show
11. Timings - an option used to automate features in a slide show, such as slide transitions, animation, or audio